



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY GARRISON  
U.S. ARMY SIGNAL CENTER AND FORT GORDON  
FORT GORDON, GEORGIA 30905-5000

REPLY TO  
ATTENTION OF:

IMSE-GOR-HRM-C

OCT 13 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM  
Number 7 – Arrival Transactions for Incoming Permanent Party Personnel

1. This memorandum supersedes eMILPO Memorandum Number 7, subject as above, dated 24 Mar 08.

2. References:

- a. eMILPO Functional Guidance, 14 Sep 06.
- b. Soldier Record Data Center – functional proponent Army Human Resources Command.

3. The offices shown below are responsible for the following actions:

- a. Personnel Service Branch (PSB) (Enlisted)

Enlisted permanent party Soldiers are inprocessed by the PSB. The sign-of-life concept is supported by eMILPO. As such, when a Soldier arrives and is inprocessed, then an arrival transaction can be submitted without requiring the Soldier to be properly departed from the losing unit. **All eMILPO users must be cautious of the default dates on the entry screen and ensure that the correct dates are inserted.** The first arrival date and departure date to be displayed are equal to the system date. The user must edit these dates to ensure it reflects the correct arrival date and obtain the departure date from a copy of the Soldier's leave form or by personal interview.

- b. Personnel Management Branch, Officer Records Section

Permanent party officers are inprocessed by the Strength Management Branch, Officer Records Section. The sign-of-life concept is supported by eMILPO. As such, when a Soldier arrives and is inprocessed, then an arrival transaction can be submitted without requiring the Soldier to be properly departed from the losing unit. **All eMILPO users must be cautious of the default dates on the entry screen and ensure that the correct dates are inserted.** The first arrival date and departure date to be displayed are equal to the system date. The user must edit these dates to ensure it reflects the correct arrival date and obtain the departure date from a copy of the Soldier's leave form or by personal interview.

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c. Work Center Supervisors (WCS)

The WCS will receive a Workflow Notice if the Soldier is not slotted in their battalion within five days after the arrival processes.

4. This memorandum will be maintained on file by each Fort Gordon unit/activity.



JOHN MCINTYRE  
Director of Human Resources/  
Adjutant General

DISTRIBUTION:

Project Manager, AKIMA

POB

PSB

Str Mgt Br

Transition Point

TSPB

Cdr, U.S. Army Garrison

Cdr, 116th MI Gp

Cdr, 442d Sig Bn

Cdr, 15th Sig Bde

Cdr, 73d Ord Bn

Cdr, 35th Sig Bde

Cdr, 67th Sig Bn

Cdr, 513th MI Bde

Cdr, 297th MI Bn

Cdr, 35th MP Det

Cdr, EAMC

ADL

DENTAC

Cmdt, NCO Academy

Cdr, 3d Region

Cdr, 249th Med Hosp

Cdr, 206th MI Bn

Cdr, 369th Sig Bn

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DISTRIBUTION: (CONT)

Cdr, 447th Sig Bn

Cdr, 551st Sig Bn

Cdr, 63d Sig Bn

Cdr, 56th Signal

Cdr, 202nd MI Bn

Cdr, 56th SC HQs

Cdr, 7th Signal Command